

# Microsoft Office Project.

**Total duration: 40 hrs**

## INTRODUCTION

Introduction About MSP  
MSP Road Map  
Features of MSP  
MSP GUI

## CALENDAR

Introduction To Calendar  
Define the Calendar  
Assigning Calendar in Gantt chart  
Time Scale At a different Level  
Assigning Calendar To Project  
Calendar View

## TASK AND ITS RELATIONSHIP

Introduction about task  
Entering Tasks, duration  
Task modes  
Introduction about Relationship  
Types of dependency  
Lead and Lag  
Entering Dependencies In Various Ways  
Unlinking Tasks  
Introduction about Critical Path  
Slack  
views

## WORK BREAKDOWN STRUCTURE

Introduction about WBS  
About Summary Task

## DEFINE AND ASSIGN RESOURCES

About Resources  
Types Of Resources  
About Resource Sheet  
Working with resource information dialog box  
Assigning Resources to tasks  
Remove Resource From Task  
Way To Assign Resources

## TRACKING

Introduction about Tracking  
Introducing about Baseline  
Procedure to set Baseline  
Updating Tasks with Actual Information  
Entering a Task's Completion Percentage  
Update Task  
Updating entire project  
Set Status Date and Update Project  
Comparative study of baseline and actual (Tracking Gantt chart)

## EARNED VALUE ANALYSIS

About Earned Value  
About Earned Value Fields  
Earned Value Table  
Analyzing variance, indicators and revising the schedule.

## REPORTS

Introduction about Reports  
Types of Reports  
Creating Text Reports  
Visual Reports  
Customizing standard reports